

Chapter 3

Approving and Submitting Vouchers for Payment

Chapter Overview

3.1

After vouchers have been saved, they must be approved by designated users at the agency. The ability to approve is based on the user's security access. The number of approval levels at an agency varies according to agency policy. Once a voucher has received the final agency-level approval, it can be submitted to AOS for final approval and payment.

To submit vouchers for payment, the AP Collator prints a Transmittal Form for each approved voucher, runs the AP Collator Report, and puts all the invoices, forms, and the AP Collator Report in a pouch to send to AOS.

After AOS has approved the vouchers, the vouchers will each be paid in the Pay Cycle that runs on the voucher's scheduled due date.

Before vouchers can be picked up in a Pay Cycle, they must also pass document tolerance and budget-checking and be posted. Document tolerance, budget-checking, and posting run automatically every two hours. Users no longer run these processes for individual vouchers.

NOTE

Vouchers are routed for approval when they are saved, regardless of their document tolerance or budget-checking status. Approvers should verify these statuses before approving a voucher. Also, once a voucher has passed document tolerance and budget-checking, it will be posted on its accounting date, regardless of its approval status.

3.2

If a voucher fails any of the processing, if it is denied by an approver, or if the user realizes a mistake has been made, a number of actions can be taken, depending on the problem and the status of the voucher. Corrections may require that the voucher be unposted or closed. A limited number of users have access to the unposting and closing processes. For information on correcting vouchers, see Chapter 4: Troubleshooting and Correcting Vouchers.

Some agencies may use the high-volume payment process to create payments. High-volume payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable (for example, tax refunds, child support). The payments DO NOT originate as vouchers in the ENCOMPASS Payables system.

Chapter Objectives

By the end of this chapter, you will be able to:

- Approve (or deny) vouchers
- Submit vouchers to AOS for payment
- Process high-volume payments (few agencies)

3.3

Approving (or Denying) Vouchers

Users who have approval roles may receive the following items on their Worklist for approval:

- Individual vouchers
- Vouchers created from the voucher build process
- High-volume payments

The approval process is similar for each type of item. This section outlines the steps to approve individual vouchers.

All agencies have at least one level of voucher approval. (Vouchers are no longer entered as pre-approved.) When a voucher is saved, it is routed to the Worklist of the next designated person for approval. When that person approves the vouchers, it is routed to the Worklist of the next person, and so on, according to how the agency’s approval process has been set up.

Approvers should run the SOIAP008 query to verify the voucher information. See Chapter 2: Entering Vouchers or Chapter 4: Troubleshooting and Correcting Vouchers for information on running the query.

Approvers should ensure that all information on the voucher is correct, because when they approve a voucher, they are responsible for its accuracy. In particular, approvers should check for the following:

- **Verify that vouchers for purchase orders are copied from PO receipts.** It is very important that all vouchers for a PO are created from the PO receipt so that the encumbrance created by the PO is relieved.
- Verify that Chartfield values are correct.
- Verify the dollar amount is correct.
- Verify the vendor information, along with the remit to address.

If a voucher needs to be corrected, deny the voucher. The voucher will be routed back to the user who entered it so that person can take the appropriate action. The person denying the voucher sends the original invoice back to the originator, with documentation indicating what needs to be corrected. The particular process for notifying the originator of the reason for denial is determined by agency business processes. When the user makes the changes, the voucher goes through the approval workflow again.

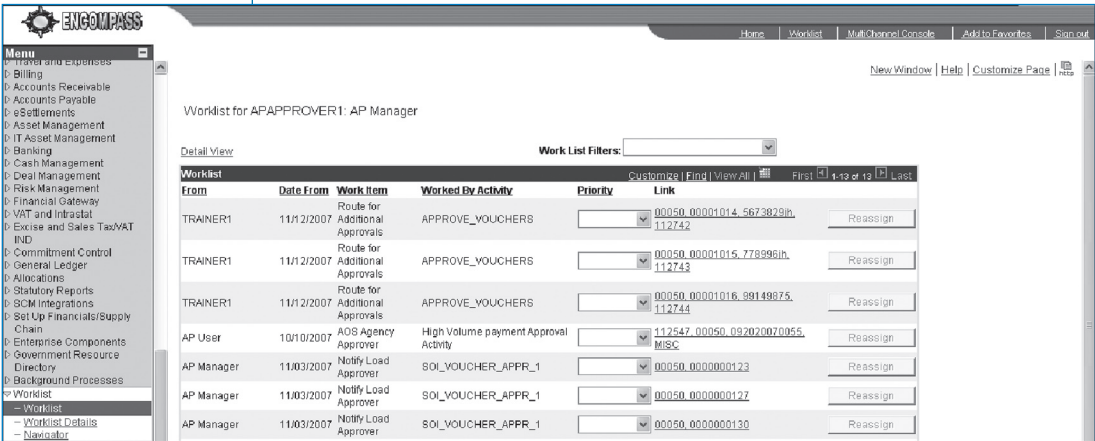
Once a voucher has been approved at the final agency level, it can be submitted to AOS for payment.

If necessary, vouchers can be accessed from the Voucher Approval menu path, rather than from the approver’s Worklist. The two methods are shown below.

Approving or Denying a Voucher from the Worklist

Procedure | Review voucher information

Vouchers requiring approval are routed to the approver’s Worklist.

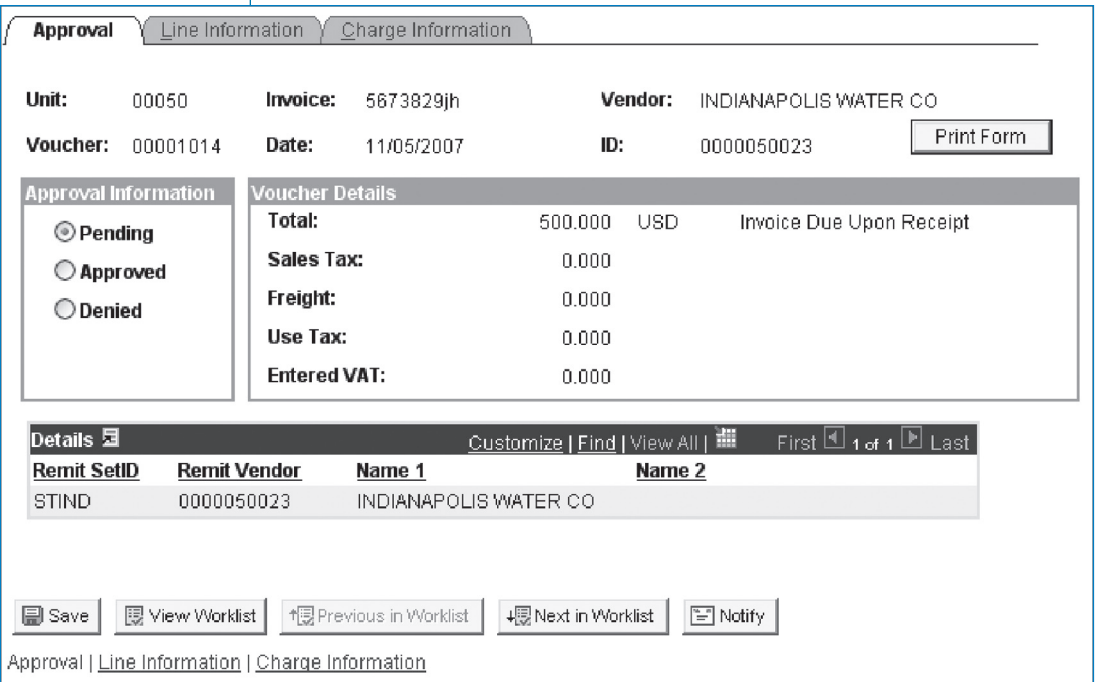


APSC25 ENCOMPASS home page

Step	Action
1	Click the Worklist link.
2	Click on the item you want to review.

APT19

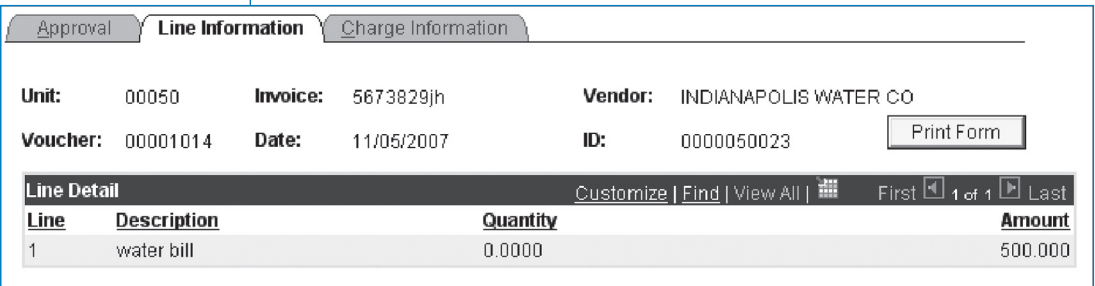
3.5



APSC26 Approval page

Step	Action
3	Review summary information on the Approval page.
4	Click the Line Information tab.

APT20



APSC27 Line Information page

Step	Action
5	Review line item detail on the Line Information page.
6	Click the Charge Information tab.

APT21

Approval

Line Information

Charge Information

Unit: 00050

Invoice: 5673829jh

Vendor: INDIANAPOLIS WATER CO

Voucher: 00001014

Date: 11/05/2007

ID: 0000050023

Print Form

Details

Line	Description	Quantity	Amount
1	water bill		500.000

Accounting Charge Information

GL Chart

Amount	GL Unit	Fund Code	Account	Program	Department	Budget Reference	PC Business Unit	Project
500.000	00050	10200	520102	10000	007001	2008		

APSC28

Charge Information page

Step	Action
7	Review accounting information on the Charge Information page.
8	Return to the Approval page.

APT22

Procedure | Approve or deny the voucher

Approval

Line Information

Charge Information

Unit: 00050

Invoice: 5673829jh

Vendor: INDIANAPOLIS WATER CO

Voucher: 00001014

Date: 11/05/2007

ID: 0000050023

Print Form

Approval Information

Voucher Details

Pending

Approved

Denied

Total:

Sales Tax:

Freight:

Use Tax:

Entered VAT:

500.000

0.000

0.000

0.000

0.000

USD

Invoice Due Upon Receipt

Details

Customize | Find | View All | First | 1 of 1 | Last

Remit SetID	Remit Vendor	Name 1	Name 2
STIND	0000050023	INDIANAPOLIS WATER CO	

Save

View Worklist

Previous in Worklist

Next in Worklist

Notify

Approval | Line Information | Charge Information

APSC29

Approval page

Step	Action
1	Select Approved or Denied .
2	Click Save .

APT23

Because this approval is not the final approval for the voucher, a message appears saying you do not have authority to perform this action.

Warning -- You are not authorized to approve this transaction. Do you want it routed? (7045,1)

You do not have the appropriate level of authorization. If you like, it will be routed to the next person in the approval route. If you choose not to, the voucher will remain in a pending status.

OK

Cancel

APSC30

Step	Action
3	Click OK to send the voucher to the next approval level.

APT24

3.6

3.7

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Approving or Denying a Voucher Through the Voucher Approval Menu Path

You can use the Voucher Approval menu path to access vouchers for approval. Approval processing steps are the same, regardless of whether you arrive at the Voucher Approval Component through the Worklist or by navigating through the menus.

Navigation

Accounts Payable >> Vouchers >> Approve >> Approve Vouchers

Voucher Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

=

00050

Voucher ID:

begins with

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Packing Slip Number:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1
00050	00000512	50007873496aa	1200	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000511	50007873495aa	600.5	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000510	50007873494aa	248.55	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000509	50007873496zz	1200	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000508	50007873495zz	600.5	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000507	50007873494zz	248.55	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY

APSC31

Find an Existing Value tab

Step	Action
1	Verify the Business Unit and click Search .
2	Click on the voucher you want to review.

APT25

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3.9

Approval

Line Information

Charge Information

Unit: 00050

Invoice: 50007873496aa

Vendor: 3M COMPANY

Voucher: 00000512

Date: 10/10/2007

ID: 0000000012

Approval Information

☒ Pending

☐ Approved

☐ Denied

Voucher Details

Total:

1,200.000

USD

Invoice Due Upon Receipt

Sales Tax:

0.000

Freight:

0.000

Use Tax:

0.000

Entered VAT:

0.000

Details

Customize

Find

View All

First

1 of 1

Last

Remit SetID	Remit Vendor	Name 1	Name 2
STIND	0000000012	3M COMPANY	

Save

Return to Search

Previous in List

Next in List

Notify

Approval | [Line Information](#) | [Charge Information](#)

APSC32

Approval page

Step	Action
3	Follow the steps as outlined in the previous section, Approving or Denying a Voucher from the Worklist.

APT26

Submitting Vouchers to AOS for Payment

After a voucher has received final agency approval, it is ready to be submitted to AOS for final approval and payment. AOS requires that a Voucher Transmittal form be printed for each invoice, that the vouchers be submitted in pouches, and that the AP Collator Report be printed to identify the vouchers in the pouch.

Pouches of vouchers should be separated according to whether they are PO vouchers, non-PO (claim) vouchers, or travel vouchers. Do not combine different types of vouchers in the same pouch.

The original invoices should be arranged in the order they are printed on the query. The AP Collator Report should be placed on top of the stack of vouchers and transmittal forms, and the entire stack should be placed in an envelope. Before submitting a voucher pouch to AOS, make a copy of the contents.

Send the pouch to AOS. Vouchers should arrive at AOS at least four business days before they are due to be paid. When AOS receives the pouch, the invoices are audited and approved for payment or either returned to the agency for correction. Approved vouchers are picked up in the Pay Cycle that runs on their scheduled due date. The morning after payments are created, agencies receive the Warrant Distribution Report and any remittance advices or checks that they have requested to be sent to them.

If you have a voucher that needs to be rushed for payment, contact AOS to let them know you are sending an urgent voucher. Mark the voucher as “special” on the AP Collator Report.

NOTE

Vouchers will be paid according to their due date, NOT according to when they are submitted to AOS.

To prepare a voucher pouch for AOS:

- A. Print a transmittal form for each voucher to be submitted and attach it to the original invoice.
- B. Run the AP Collator Report to Excel and verify that it lists only the vouchers being submitted.
- C. Arrange the invoices in the order they print on the query.
- D. Make a copy of the voucher pouch.
- E. Send the voucher pouch to AOS.

Procedure | Print Voucher Transmittal Form

The Voucher Transmittal Form should be printed after the voucher has received final agency approval. If necessary, it can be reprinted.

Navigation

Accounts Payable >> Vouchers >> Approve >> Approve Vouchers

Enter the Voucher ID number of the voucher you wish to print.

Voucher Approval

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value

Business Unit:

=

00050

Voucher ID:

begins with

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Packing Slip Number:

begins with

Approval Status:

=

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

APSC33 Find an Existing Value Tab

On this page, click the **Print Form** button to create the transmittal form.

Approval

Line Information

Charge Information

Unit: 00050

Invoice: teadfsa

Vendor: PAUL RICHARD INC

Voucher: 00001026

Date: 11/13/2007

ID: 0000000109

Print Form

Approval Information

Voucher Details

Pending

Approved

Denied

Total:

12,130.000

USD

Invoice Due Upon Receipt

Sales Tax:

0.000

Freight:

0.000

Use Tax:

0.000

Entered VAT:

0.000

Details

Customize

Find

View All

First

1 of 1

Last

Remit SetID

Remit Vendor

Name 1

Name 2

STIND

0000000109

PAUL RICHARD INC

APSC34

Approval page

After you have clicked the **Print Form** button, the Process Monitor appears.

Process List

Server List

View Process Request for

User ID: TRAINER1

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:

to

Run Status:

Distribution Status:

Save On Refresh

Process List

Customize | Find | View All |

First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3347822		Crystal	SOIAP27B TRAINER1	00001061		11/14/2007 10:30:25AM IND	Success	Posted	Details
<input type="checkbox"/>	3347821		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:45AM IND	Success	Posted	Details
<input type="checkbox"/>	3347820		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:40AM IND	Success	Posted	Details
<input type="checkbox"/>	3347819		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:24AM IND	Success	Posted	Details
<input type="checkbox"/>	3347818		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:16AM IND	Success	Posted	Details

APSC35

Process Monitor

Online Payments Transmittal Form

Business Unit: 00050

Voucher ID: 00001026

Submitter:

Last Modified: 11/13/2007 12:02AM

Bar code information includes

Voucher Approval Chain

Vendor Short Name	Invoice #	Invoice Date	Line No	Amount	PO ID	Receipt Date
PAULRICAR-001	teadfsa	11/13/2007	1	12,130.00		11/13/2007

Gross Amount: 12,130.00

APC01

After the report runs, if you choose to print the form or save it to your computer, you must click the icons in the Adobe window.

Step	Action
1	Navigate to Voucher Approval page.
2	Click to run the report. Process Monitor will open.
3	When the process reads Success Posted , click Details .
4	Click View Log/Trace to see the report.
5	Look for the PDF file, e.g. - SOIAP27B 3347834.PDF.
6	Click on the link to view the form.
7	Click the Print icon the Adobe window to print the form.

APT27

Procedure | Print AP Collator Report (SOIAP008)

Navigation

Reporting Tools >> Query Viewer

Menu

Asset Management

IT Asset Management

Banking

Cash Management

Deal Management

Risk Management

Financial Gateway

VAT and Intrastat

Excise and Sales Tax/VAT

IND

Commitment Control

General Ledger

Allocations

Statutory Reports

SCM Integrations

Set Up Financials/Supply Chain

Enterprise Components

Government Resource Directory

Background Processes

Worklist

Application Diagnostics

Tree Manager

Reporting Tools

Query

Query Manager

Query Viewer

Schedule Query

PS/InVision

XML Publisher

Report Manager

PeopleTools

Development Utilities

Tax Center

Treasury Management Center

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search By:

Query Name

begins with

SOIAP

Search

Advanced Search

Search Results

Folder View: -- All Folders --

Query	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
SOIAP001_VERIFY_VCHRS	SOIAP001-Verify Vchrs		Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP002	AP Payments & AOS Deposits		Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP003	Vouchers that are NOT posted.		Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP004	Check numbers for a paycycle		Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP007	Refund Claim Voucher Abstract		Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP008	Verify Vouchers Prior to Pymnt		Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite

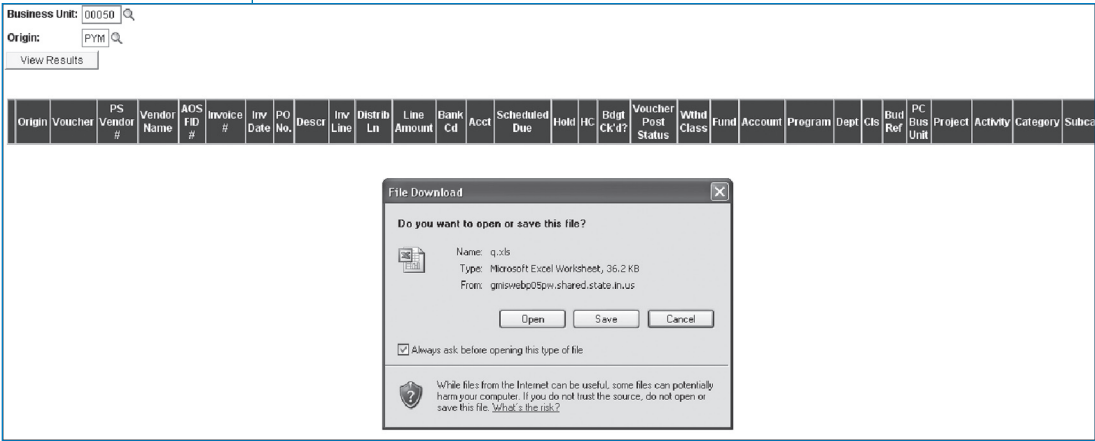
APSC36

Query Viewer

Step	Action
1	Type SOIAP in the begins with field.
2	Click the Search button.
3	Click the Excel link for the query you want to run.

APT28

3.16



APSC37

Query

Step	Action
4	Enter the Business Unit .
5	Enter the Origin . (You may enter a % wildcard to see all vouchers for a business unit.)
6	Click the View Results button.
7	Click the Open button.
8	Save the Excel file.
9	Modify that the AP Collator Report to ensure that it lists all the vouchers, and only the vouchers, that you are submitting for payment.
10	Print the AP Collator Report and place it on top of the batch of invoices and Transmittal forms you are submitting to AOS.

APT29

3.17

Loading High-Volume Payments

High-volume payments are loaded into ENCOMPASS via a batch upload process. These payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable. These payments include tax refunds, child support, and miscellaneous disbursements such as disability payments.

High-volume payments are loaded from a batch payment file. Agencies must work with their IT personnel to create a process for getting the data into the correct format for loading into ENCOMPASS and to identify the file directory where the batch payment file resides.

Steps to load high-volume payments

1. Create the flat file with the payment information and save the file to a designated folder.
2. Run the High Volume Payments Interface process in ENCOMPASS.
3. Correct any errors that occur.
4. Approve the batch of uploaded payments, thus sending the batch through the approval workflow.
5. Create the HV Payment Transmittal Form and send it to AOS.
6. AOS approves the batch of uploaded payments.
7. AOS runs the Pay Cycle process to create the payments.
8. The high-volume checks and remittance advices are returned to the agencies for disbursement.
9. The Flag Payments for Distribution process is run automatically to enable journal entries to be created for the payments.
10. Journal Generator is run automatically to create journal entries.

Perform the following procedure to load high-volume payments.

Run the High Volume Payments Interface process

Navigation

Accounts Payable >> High Volume Payments >> High Volume Payments Interface

Step	Action
1	Select a Run Control ID or create a new one if this is the first time you are running the process.

APT30

HV Payment Interface

Run Control ID: TestHVPayLoadProc

Report Manager Process Monitor

Run

*File Directory

\\10.19.19.35\shared\425 - AOS - COA Work\Phase III\Testing\HighVolumeFile\

*File Name

HVFile.txt

APSC38 HV Payment Interface

Step	Action
1	Enter the File Directory .
2	Enter the File Name .
3	Click Run .
4	Click OK .
5	Click the Process Monitor link.
6	Click the Refresh button after a couple of minutes, until Run Status is Success and Distribution Status is Posted .
7	Click the Details link.
8	Click the Message log link.
9	Confirm there are no errors in the message log.
10	If errors exist, correct them.

APT31

Approve the High Volume Payment Batch

If you do not have final approval authority, you will receive a message asking if you want to route the transaction. Click OK to trigger the workflow process.

Navigation

Accounts Payable >> High Volume Payments >> Review Batch for Approval

Menu

Accounts Payable

Vouchers

Control Groups

Payments

Batch Processes

Review Accounts Payable Info

Reports

High Volume Payments

Batch Configuration

High Volume Payments Interface

Review Batch for Approval

Print Payment Transmittal Form

Flag Payments for Distribution

Payment Detail

Release Budget & Delete Batch

Auditor of State Portal

Accounts Payable Center

Asset Management

Banking

VAT and Intrastat

Commitment Control

General Ledger

Allocations

SCM Integrations

HV Batch Approval

Enter any information you have and click Search. Leave fields blank for a list of results.

Find an Existing Value

Business Unit:

=

00050

Batch ID:

begins with

File Batch Date:

=

Batch Type:

begins with

Approval Status:

=

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First

1-19 of 19

Last

Business Unit	Batch ID	File Batch Date	Batch Type	Approval Status
00050	092020070001	10/04/2007	MISC	Approved
00050	092020070050	10/05/2007	MISC	Approved
00050	092020070051	10/05/2007	MISC	Approved
00050	092020070052	10/08/2007	MISC	Denied
00050	092020070053	10/09/2007	MISC	Approved
00050	092020070055	10/10/2007	MISC	Approved
00050	092020070056	10/10/2007	MISC	Pending

APSC39

Find an Existing Value Tab

Step	Action
1	Enter the Business Unit .
2	Click Search .
3	Select the Batch ID you just created. The status should be "Pending."

APT32

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3.18

3.19

3.20

Batch Approval	
Business Unit: 00050	Auditor of State
Batch Type: MISC	HV Miscellaneous
Batch ID: 092020070056	
Number of Payments: 3	
Batch Total Amount: \$30,000	
Batch File Date: 10/10/2007	
Approval Status <input checked="" type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Denied	

APSC40

Batch Approval page

Step	Action
4	Select Approved .
5	Click Save .

APT33

If you are not the final approver, you will receive a warning message saying you are not authorized to approve this transaction and asking if you want it routed.

Warning -- You are not authorized to approve this transaction. Do you want it routed? (7045,1)

You do not have the appropriate level of authorization. If you like, it will be routed to the next person in the approval route. If you choose not to, the voucher will remain in a pending status

APSC41

Step	Action
6	Click OK .

APT34

Create the HV Payment Transmittal Form

When the high-volume batch has received final agency approval, the HV Payment Transmittal form is printed and submitted to AOS. AOS gives final approval to the batch and creates the payments.

Navigation

[Accounts Payable >> High Volume Payments >> Print Payment Transmittal Form](#)

Menu

Accounts Payable

Vouchers

Control Groups

Payments

Batch Processes

Review Accounts Payable Info

Reports

High Volume Payments

Batch Configuration

High Volume Payments Interface

Review Batch for Approval

Print Payment Transmittal Form

Flag Payments for Review

High Volume Transmittal Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

☐ Case Sensitive

Search

Advanced Search

Find an Existing Value | [Add a New Value](#)

APSC42

High Volume Transmittal Form

Step	Action
1	Select a Run Control ID or create a new one if this is the first time you are running the process.
2	Click Search .

APT35

3.21

3.22

HV Transmittal form

Run Control ID: TRASMITFORM

Report Manager

Process Monitor

Run

Print Payments Transmittal Form

'Business Unit'00050

Auditor of State

'Batch ID'092020070059

APSC43 HV Transmittal Form

Step	Action
3	Enter the Business Unit .
4	Enter the Batch ID .
5	Click Run .
6	Click OK .
7	Click the Process Monitor link.
8	Click the Refresh button until Run Status is Success and Distribution Status is Posted .
9	Click the Details link.
10	Click the View Log/Trace link.
11	Click the PDF file link and view the transmittal form.
12	Confirm that the number of payments and gross amount are correct.
13	Print the transmittal form and submit it to AOS.

APT36